

*Photographic and Digital Imaging Services  
Digital Scanning Worksheet*

File Type:

Mac                  PC

Storage/Cartridge types available:

FTP Download          CD or DVD

Files can be saved in a variety of formats. Please check the file type you require:

TIF                  JPEG                  Other\*

\*contact Photo & Digital Imaging Services to check options available

Please specify:

File size in MB or dimensions:  
(examples: 1. same size, 2. 8x10 inches, or 3.20MB)

File resolution:  
(in DPI or highest possible)

Images to be used for:

Book                  Magazine                  CD /DVD                  Website                  Video                  Other (please describe in the field below)

The Library of Virginia Staff must approve electronic alteration of images before publication. **Images that have been electronically altered must be identified as such in the credit line.**

Patron Name

Date

Phone #

Email Address (needed for FTP download)